**GOVERNMENT OF ANDHRA PRADESH**
**ABSTRACT**

Establishment – **M.W. DEPT. -** Permission to surrender Earned Leave for encashment during the financial Years 2014-2015 and 2015-16 by Sri M.Venkateswara Reddy, Sri N.Srinivasa Rao and Sri Abdul Razak, Assistant Section Officers - Request – Regarding.

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**MINORITIES WELFARE (OP&BUDGET) DEPARTMENT**

**G.O.RT.No. 150** **Dated: 17th November, 2015.**
**Read the following:-**

1. Application of SriM.Venkateswara Reddy, Assistant Section Officer, M.W. Dept., dated:05-11-2015.
2. Application of Sri N.Srinivasa Rao, Assistant Section Officer, M.W. Dept., dated:05-11-2015.
3. Application of Sri Abdul Razak, Assistant Section Officer, M.W. Dept., dated:31-10-2015.

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**ORDER:**

In terms of the orders issued the following employees of Minorities Welfare Department are hereby permitted to surrender earned leave as shown in the annexure to this order:

1. SriM.Venkateswara Reddy, Assistant Section Officer,
2. Sri N.Srinivasa Rao, Assistant Section Officer
3. Sri Abdul Razak, Assistant Section Officer,

2. It is certified that the encashment of earned leave now permitted for the Financial Years 2014-2015 and 2015-2016 has not been sanctioned and availed by the above individuals earlier.

3. Necessary entries have been made in the S.R. of the concerned individual.

4. The (OP-Claims) Department shall draw and credit the amount to the individuals bank accounts through ECS.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**SHAIK MOHAMMED IQBAL**
**SPECIAL SECRETARY TO GOVERNMENT (FAC)**

To
The Individuals concerned.
**Copy to**
The OP&BUD(Claims) Department,
The Deputy Pay and Accounts Officer, Secretariat Branch, Hyderabad

// FORWARDED :: BY ORDER //

**SECTION OFFICER**

**ANNEXURE to G.O.RT.No. 150, MINORITIES WELFARE OP&BUD) DEPARTMENT, DATED: 17.11.2015**

| Name and Designation Sarva Sri/Smt | Date of last surrendered Leave | Earned Leave at Credit as on 31-10-2015 | Leave now surrendered | Balance at credit after surrendered |
|---|---|---|---|---|
| Sri M.Venkateswara Reddy, Assistant Section Officer | 01-11-2015 to 30-11-2015 (30) days | 177 | 01.11-2015 to 30-11-2015 (30 Days) | 147 |
| Sri N.Srinivasa Rao, Assistant Section Officer | 01.11.2015 to 30.11.2015 (30) days | 48 | 01-11-2015 to 30-11-2015 (30 Days) | 18 |
| Sri Abdul Razak, Assistant Section Officer | 01-11-2015 to 30-11-2015 (30 Days) | 147 | 01-11-2015 to 30-11-2015 (30 Days) | 117 |

**SHAIK MOHAMMED IQBAL**
**SPECIAL SECRETARY TO GOVERNMENT (FAC)**

**// FORWARDED :: BY ORDER //**

**SECTION OFFICER**